Special Attention of: | **Transmittal** for Handbook No: **3262.1**

Principal staff | **Issued: November 22, 2002**

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1. This Transmits: HUD Handbook 3262.1, Software Acquisition Capability Maturity Model Policy Handbook.

2. Summary: This handbook includes the HUD SA-CMM Policy. The HUD Software Acquisition Policy has been designed to support the Software Engineering Institute Software Acquisition – Capability Maturity Model (SEI SA-CMM) Level 2 Key Process Areas (KPAs), commonly referred to as the 'Repeatable' level. All software acquisition projects at HUD will demonstrate capabilities in accordance with SEI SA-CMM Level 2. HUD's objective to achieve SA-CMM Level 2 is to stabilize both the software contract management and project management processes, allowing project teams to repeat successful practices employed on earlier projects. Areas of the SA-CMM persuasion include:

    - The SA-CMM will define a scale for measuring process maturity, thus allowing HUD to accurately compare its process capability to that of other organizations.
    - The SA-CMM will build an understanding of the software acquisition process at HUD by describing the practices that contribute to Level 2 maturity.
    - The SA-CMM KPAs will provide HUD with a consistent basis for conducting appraisals of software processes.
    - The SA-CMM KPAs will serve as a blueprint for software process improvement, helping HUD focus on the areas it must address in order to continually improve in their software acquisitions processes.

3. Filing Instructions:

    Remove: Insert:

    None   HUD Handbook 3262.1 dated 11/22/2002

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